

U. S. COAST GUARD AUXILIARY
ANNUAL UNIT OFFICERS REPORT

SECTION I UNIT MEETING DATA

UNIT NUMBER	UNIT NAME (As recorded in AUXMIS)	
0 0 0		
UNIT MEETING LOCATION	MEETING DATE	TIME

SECTION II OFFICERS DATA

MEMBER'S NUMBER	MEMBER'S LAST NAME	MBR'S INITS	OFFICE	
			FLOTILLA	DIVISION
			FC	DCP
			VFC	VCP
			IPFC	IPDCP
			FSO-MT	SO-MT
			FSO-PE	SO-PE
			FSO-VE	SO-VE
			FSO-OP	SO-OP
			FSO-MR	SO-MR
			FSO-PA	SO-PA
			FSO-PB	SO-PB
			FSO-SR	SO-SR
			FSO-FN	SO-FN
			FSO-CM	SO-CM
			FSO-CC	SO-CC
			FSO-MA	SO-MA
			FSO-IS	SO-IS
			FSO-AN	SO-AN
			FSO-MV	SO-MV
			FSO-AV	SO-AV
			FSO-MS	SO-MS

REMARKS

Note: Under OFFICE heading, if this is a flotilla report, draw a line through the division codes. If it is a division report, draw a line through the flotilla office codes.

DATE	SIGNATURE OF UNIT LEADER	SIGNATURE OF DIRAUX

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- A. GENERAL** - This form is used annually to report the results of unit elections. The Flotilla Commander/Division Captain completes this form and submits it as soon as possible after the annual elections, but prior to 20 December of each year, to the appropriate District Director of Auxiliary.

NOTE: All offices need not be filled in order to submit the form.

The information entered on this form is used to compile the District Directory of elected and appointed office holders. Failure to submit this form prior to 20 December of each year can result in unit omissions from a District Directory.

B. SECTION I - UNIT MEETING DATA

1. **UNIT NUMBER** - Enter the unit identification number. Example: In the Seventh District, Flotilla 2-4 is entered as 0700204, the last three (3) zeroes are preprinted on the form.
2. **UNIT NAME** - Enter the unit name AS IT APPEARS IN AUXMIS.
3. **UNIT MEETING LOCATION** - Enter the location where the unit meeting is held. If the name of the location is too long, abbreviate clearly. This entry is very important.
4. **MEETING DATE** - Enter the day of the month when the meeting takes place. Example: Third Tuesday of the month is entered as 3rd TUES.
5. **TIME** - Enter the time the meeting will begin, using 24 - hour military time. Example: 8:00 P.M. is entered as 2000.

NOTE: The importance of the Unit Meeting data being filled out completely and accurately is Directors use this information to put prospective members in contact with individual units.

C. SECTIONS II - ELECTED AND APPOINTED OFFICE HOLDER DATA

1. The office codes are preprinted on the form, beginning with the highest office to be reported. An office code explanation is listed below.
 2. If this is a flotilla report, draw a line through the division office codes. If it is a division report, draw a line through the flotilla codes.
- NOTE:** If an elected Auxiliary Officer is serving in the second year in office, the member is not designated as the Immediate Past (IP) Flotilla Commander or Division Captain.
3. **REMARKS** - Any remarks concerning either the unit meeting or elected/appointed Auxiliary officer's data sections should be entered.
 4. **DATE OF SUBMISSION** - Enter the date the form is submitted.
 5. **SIGNATURE OF UNIT LEADER**. The incoming unit leader signs and forwards this report to the appropriate Director of Auxiliary (DIRAUX).
 6. **SIGNATURE OF DIRAUX**. The DIRAUX's signature approves all elections and/or appointments.

OFFICER CODES

ELECTED	FLOTILLA	ELECTED	DIVISION
Flotilla Commander (FC)	FC	Division Captain (DCP))	DCP
Flotilla Vice Commander (VFC)	VFC	Division Vice Captain (VCP)	VCP
Immediate Past Flotilla Commander (IPFC)	IPFC	Immediate Past Division Captain (IPDCP)	IPDCP

APPOINTED	FLOTILLA	DIVISION	APPOINTED	FLOTILLA	DIVISION
Membership Training Officer (MT)	FSO-MT	SO-MT	Communications Officer (CM)	FSO-CM	SO-CM
Public Education Officer (PE)	FSO-PE	SO-PE	Career Counselor Officer (CC)	FSO-CC	SO-CC
Vessel Examination Officer (VE)	FSO-VE	SO-VE	Materials Officer (MA)	FSO-MA	SO-MA
Operations Officer (OP)	FSO-OP	SO-OP	Information Services Officer (IS)	FSO-IS	SO-IS
member Resources Officer (MR)	FSO-MR	SO-MR	Aids to Navigation Officer (AN)	FSO-AN	SO-AN
Public Affairs Officer (PA)	FSO-PA	SO-PA	Marine Dealer Visitor Officer (MV)	FSO-MV	SO-MV
Publications Officer (PB)	FSO-PB	SO-PB	Aviation Officer (AV)	FSO-AV	SO-AV
Secretary/Records Officer (SR)	FSO-SR	SO-SR	Marine Safety Officer (MS)	FSO-MS	SO-MS
Finance Officer (FN)	FSO-FN	SO-FN			